

CCPT OUTLINE FOR NON-FATALITY CASE REVIEW

The purpose of CCPTs is to identify barriers to child protection within a county. Below is an outline developed to guide the CCPT case review process. DSS has the responsibility for developing case plans **with** families that are receiving child welfare services. As a part of the case review, CCPTs may use the case plan developed by DSS or another agency as a guide for discussion about system deficiencies and gaps in resources. The main focus for the team during a case review is to identify system deficiencies or gaps in services and collaborate on strategies to address the deficiencies or gaps..

- I. The agency or organization that request a CCPT review of a case will inform the family about CCPT and the CCPT process. Informing families about a CCPT review supports family involvement in activities that focus on the family. ***CCPT members are prohibited from having contact of any nature with an individual or family whose case is reviewed by CCPT.***
- II. Prior to an official meeting, the CCPT chairperson will be responsible for obtaining family information from all members of CCPT that have personal knowledge or whose agency has had involvement with the family being reviewed.
- III. DSS social worker or other individual will describe case activities that were impacted by community resources or gaps in services as related to the incident or condition that brought a family to the attention of DSS or other agency. Case facts will include:
 1. Child or children s condition
 - a. age
 - b. school performance
 - c. physical or mental limitations
 - d. social relationships
 2. Parent s condition
 - a. physical condition
 - b. social interaction
 - c. employment
 3. Family strengths i.e.
 - a. Effective support system
 - b. Adequate income
 - c. Family has access to transportation
 - d. No evidence of mental disorder, mental retardation, addiction, etc.
 4. What does the family currently need
- IV. CCPT members that have additional information will present the additional information
- V. CCPT will develop strategies for addressing gaps in services or system deficiencies as related to the needs of the family
- VI. CCPT will identify available community resources that will address the needs of the family
- VII. CCPT will identify barriers that interfere with the family accessing the services
- VIII. CCPT will construct a plan of action to address barriers and enhance child protection in the county
- IX. An update of the plan will focus on the status of the identified barrier. At the time of the update the team may adjust the plan of action regarding the barrier to child protection. The update may be included in the annual report to the Board of County Commissioners.

- X. CCPT will include information compiled from all case reviews in the annual report to the Board of County Commissioners.

CCPT CASE REVIEW REPORT

Date of CCPT Review ____/____/____

Case presented by _____ of _____
Name agency or organization

Allegations _____ .abused, neglected or dependent, other

The primary care provider is _____. # of Children _____
(mother, father, guardian, caretaker)

Age of children _____.
enter numbers

Contributory factors related to child maltreatment are

List factors

Describe findings from the CCPT Review

Identify gaps in services, system deficiencies, or other barriers to child protection

Strategies to address gaps in services, system deficiencies, or other barriers to child protection

- 1 _____
- 2 _____
- 3 _____

CCPT member's signature

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What was the outcome of this case in regards to change, (family change, community change, change in the child welfare system, etc.)

(Complete after team receives updated information on the case)

CCPT END OF YEAR REPORT

THE INFORMATION BELOW WILL BE USED BY THE DIVISION TO SUPPORT THE CCPT PROGRAM AND TO COMPILE AN END-OF-THE -YEAR REPORT AS REQUIRED FOR FEDERAL IVB1 FUNDING.

County_____ Chairperson_____

Frequency of CCPT Meetings (*CIRLCE ONE*) Quarterly Monthly BI-Monthly Other (*list*)_____

Total Number of Cases Reviewed	Fatalities	Active Child Welfare Cases	Other Cases

For non-fatality cases give the number of cases reviewed in each category from January 1 through December 31	Abuse	Neglect	Dependency	Other (<i>type</i>)

Based on cases reviewed by CCPT, briefly describe the situation or condition that most often was the cause of children being unsafe in your county.

A role of CCPTs is to address deficiencies or gaps in services or resources each year. List your teams accomplishments for the preceding twelve months.

A main function of the CCPT is to identify child protection needs on the county and develop strategies to address the need. Many gaps in services or resources can be addressed through team collaboration. The annual report to the Board of County Commissioners is another method of addressing the child protection needs of the county. In the space below list your county's child protection needs that were identified from case reviews and action taken to address the need.

Child Protection Need	How was the need addressed <i>CCPT developed an action plan</i> Informed the county about the need <i>Other</i>	Outcome <i>What has changed, what was the response from the Commissioners, what was learned, etc.</i>

Frequency of CCPT meetings – (Provide details of the meeting date, time, location)

Below list child protection needs that CCPT would like to have addressed at the state level.
